



## Guide for Appealing a Firearm Background Check

*The NICS Section cannot provide the reason for your delay or denial over the phone due to the Privacy Act of 1974. All appeal requests must be made in writing.*

### To file an appeal you must provide:

- NICS Transaction Number (NTN) supplied by the Federal Firearms Licensee
- Your Name
- Your Mailing Address

### Optional:

- Your Phone Number
- Your E-mail Address

### You are also encouraged to provide:

- **Fingerprints**—Utilized to prove you are or are not the same person in comparison to the record used in the evaluation of the firearm background check.
  - ❖ If your fingerprints match those associated with the record used in the evaluation, specific details can be provided to you in writing.
  - ❖ Without fingerprints, the NICS Section can only provide the federal prohibitor category the decision was based on. The NICS Section is not authorized to provide details such as dates of arrest, offenses, conviction data, etc.
  - ❖ Fingerprints can be rolled by any local law enforcement agency and must contain the NTN, legible signature of the person rolling the fingerprints, and the agency name or the Originating Agency Identifier.
  - ❖ A downloadable fingerprint card can be found at [www.fbi.gov/nics-appeals](http://www.fbi.gov/nics-appeals).
- **Documentation**—To assist the NICS Section in correcting and/or updating the record used in the evaluation of the firearm background check.
  - ❖ Acceptable documentation includes police reports, expungements, restoration of rights, court documentation indicating the outcome of the case, level of conviction, sentencing data, completion of sentences, etc.
  - ❖ Please do not supply driver's licenses, "no record found" responses, "record purged" documents, etc.

### File an Appeal:

- On-line at [www.fbi.gov/nics-appeals](http://www.fbi.gov/nics-appeals). Fingerprints and documentation can be scanned and attached. Pictures of the fingerprints or documents will not be accepted.
- U.S. Postal Service addressed to: FBI Criminal Justice Information Services Division, National Instant Criminal Background Check System Section, Appeal Services Team, Post Office Box 4278, Clarksburg, West Virginia 26302-4278
- Facsimile: (304) 625-0535

### Helpful Tips:

- Appeals of firearm background checks that received a delay status will not be processed until three business days have passed, providing the NICS Section time to perform the necessary research on the case.
- Documentation can be obtained from the agency of the arrest or the court that handled the case. Certified documentation is encouraged.
- If you are eligible for the Voluntary Appeal File (VAF) which provides a Unique Personal Identification Number (UPIN), the NICS Section will notify you at the conclusion of the appeal.